

Alaska Workforce Investment Board
Executive Committee
Tuesday, July 8, 2008 - 10:00 a.m.
Teleconference: 1-800-315-6338, code 2942
Meeting Minutes

- **Call to Order** X Andy Baker, AWIB Chair; X Neal Foster, AWIB Vice Chair and PP/AE Chair/Legislative Chair; X Doug Ward, WR/EP Chair; X Todd Bergman and ____M.J. Longley, Youth Council Co-Chairs
Quorum of 4 present

Staff in attendance: Greg Cashen, Executive Director/AWIB; Louise Dean, Project Coordinator/AWIB; Bejean Page, Administrative Assistant/AWIB

Guests in attendance: John MacKinnon, AWIB Member; Mike Shiffer, Deputy Director/DOLWD/DBP; Scott Clark, AWIB Member; Jim Lynch, AWIB Member; Carol Collins, DOLWD/ESD; Guy Bell, Director/DOLWD; David Stone, Deputy Commissioner/DOLWD; Paula Scavera, Commissioner's Office/DOLWD; Linda Hulbert, AWIB Member

- **Approval of Agenda**

Neal Foster made a motion to approve the agenda, Doug Ward asked that item #4 Training Plan Template be moved from Discussion items to Action Items, it was the intent of the committee that they bring this to the Exco for approval. Doug Ward seconded the motion with the change. Vote Taken, MOTION passed.

- **Approval of Minutes – June 17th**
Vote take, MOTION passed.

- **Action Items**

1. AWIB By-law revisions (underlined and highlighted below) were approved by the Exco. Motion by Neal Foster to approve changing the following three articles in the by-laws, Doug Ward seconded, vote taken, MOTION passed to make the changes.

Article VI Officers and Election of Officers

Section 1. The Board shall elect a chair and vice chair from among the members who are designated representatives of business and industry and private sector, as appointed under AS 23.15.550.

It was also requested that Paula keep an eye on legislation for an opportunity to include a statute change.

Article VIII Attendance

Section 1. A Board member who misses two consecutive face-to-face or teleconference board or committee meetings shall receive a letter from the Chair encouraging more consistent attendance. A Board member who misses three consecutive face-to-face or teleconference board or committee meetings will have their attendance reviewed by the Executive Committee for removal from the Board.

DELETE SECTION 2 of this Article.

Article IX Delegates/Designees

All Board members may select a designee to represent them and vote for them at a board meeting. The name of the designee must be submitted by the Board member to the chair for referral to the Office of the Governor Boards & Commissions office, and no designee will be seated until approved by the Governor. A member of the Board under (1) of Sec. 23.15.550 may appoint a designee to serve in place of the member for a meeting. The member shall appoint the designee for that meeting in writing.

2. Federal Waiver Requests

Employer Contributions for Customized Training and On the Job Training.
Implementation of Subsequent Eligibility of Training Providers
Incumbent Worker Training

Mike Shiffer, Assistant Director from Division of Business Partnerships/DOLWD explained the three waiver requests and that the waivers would improve flexibility at the job service level. After approval by the Exco the waivers will be sent out for a public comment period. Neal Foster made a motion to approve supporting the waivers, Doug Ward seconded, vote taken, MOTION passed.

3. Training Plan Template

The Workforce Readiness/Employment & Placement Committee has approved the 2004 "Alaska's Future Workforce Strategic Policies and Investment Blueprint" located on the AWIB website as the training plan template and would like to have the ExcOs approval. The blueprint embodies all of the elements of various plans that they have been looking at and provides a good broad outline for future development.

The Workforce Readiness/Employment & Placement Committee will begin working on the implementation phase to develop a training plan template that can be used for all the AWIB's priority industries in Alaska.

Doug Ward made a motion to approve the blueprint and the two associated documents as the template for future training documents. Neal Foster seconded, vote taken, MOTION passed.

- **Discussion Items**

1. FY 10 AWIB Budget

Guy Bell, Director/DOLWD reviewed the budget with the group. We have received funding for an Education Specialist II; this position will focus on the AGIA strategic training plan and help with system building. Travel budget will stay the same this year. If there are requests for FY10 they need to be talked about now to be presented to OMB in September.

The Education Specialist position is open on Workplace Alaska now and closes on 7/17 – if you know anyone interested please tell them about it and read the requirements carefully when applying.

2. Board Retreat Action Tracker

The action tracker was sent out to the entire board for comments, it was also reviewed and changes were made at the Policy & Planning/Assessment and Evaluation Committee meeting. The tracker will be sent out again to board members for input and will be placed on the Action Items for the next Exco meeting.

3. Public Participation – Committees

There is more and more interest from the public to participate in the AWIB committee meetings. It was discussed that we should not make everyone “ex-officio” but put together a group “cc” list to keep them informed of what is happening in committee meetings. The only time they would be “ex-officious” would be when they have a specific area of expertise that they are offering to the committee to help on a specific item. They can participate but not vote. It was also discussed that we should have a public comment period in committee meetings. No decisions were made on this issue.

4. Resolution Process and Tracking

Greg will prepare a cover letter to the Commissioner and the Governor from the Chair after each resolution. There will be a press release issued and we will identify the resolutions and link with the web site.

5. RACs – Occupational Priority Template

The RACs have not met yet. Jim Lynch and Charlotte Brower will co-chair the RAC meetings. Louise will work with the co-chairs to get a meeting scheduled hopefully by the end of this week and they will meet monthly after the first meeting. The SE RAC has a template they made that lists the three priorities that will also be sent out with the agenda for the first RAC meeting.

- **Reports**

Greg will send out his written report by the end of the day.

Neal asked that we look into the computer conferencing that Scott Clark had mentioned for use at the RAC meetings. Louise said that it is a link to a list of email addresses. Neal asked that we set that up this week for a trail run.

Neal asked that we get with Paula Scavera to set up meetings with her, at least schedule two a year. Do we need a letter from the Chair to Paula on that?

Doug - In early June the “crosscut” initiatives met in Ketchikan. They are engaged in trying to recruit, retain and improve shipbuilding workers around the country. It was a much focused work session. Alaska Ship and Drydock was the pilot implementation location for the skill standards and model training plan and Ketchikan is leading all of the national shipyards. Alaska is leading the country in supporting performance based apprenticeship programs. The meetings produced innovative good ideas and put them to work.

Todd asked that the Youth Council meet in Fairbanks prior to the October meeting. This would not be possible because the board meeting is on Monday and Tuesday so the YC would have to meet on Friday and stay the weekend. We do not have the travel budget for that. The YC could meet in Anchorage the week prior to be able to report to the board meeting.

- **Other Items:** Questions from AWIB Members - none
- **Adjournment:** Meeting adjourned at 11:11.

Next Exco meeting scheduled for August 12th at 10:00 a.m.